



Kentucky State Publications Program

Kentucky Department for Libraries and Archives



A state publication is a publication in any format that is produced by the authority of, or at the total or partial expense of, a state agency, is required to be distributed under law by the agency, is publicly distributed outside the agency or is displayed on a public agency web site or made available to the general public digitally by any other means.

Examples of publications to send:

- annual/biennial reports
- audits
- budgets
- conference proceedings
- directories
- financial reports
- handbooks/guides
- legal reports
- magazines
- maps
- minutes
- newsletters (external)
- opinions (official)
- performance and funds management reports
- posters
- research reports
- rules and regulations (compilations of)
- state and strategic plans
- studies
- technical bulletins

An agency's Records Officer is responsible for:

- sending two (2) copies of each report and publication issued on paper by that agency for general public distribution; and one (1) copy of each state publication in electronic format of issued for general public distribution on the agency's website to the Department for Libraries and Archives, Public Records Division (PRD).
- sending PRD a complete list, in writing, of the agency's current state publications in all formats, annually at the end of each fiscal year, and upon request.
- acknowledging receipt of an Electronic Records Transmittal for KDLA.

Records Officers should forward publications to PRD on the date of issue.

Electronic publications should be forwarded in Adobe Portable Document Format (PDF), as attachments to an email message, or as documents on a CD or DVD.

For guidance on acceptable publication formats, contact KDLA's Technology Analysis and Support Branch Manager at 502-564-8300, ext. 242.

<http://www.kdla.ky.gov/statepubs/statepubs.htm>

For more information on submitting a state publication, please contact:
State Records Branch Manager
502-564-8300 ext. 237

For assistance locating a state publication, please contact:
State Library Reference
502-564-8306 or
800-928-7000, ext. 342

Examples of publications NOT to send:

- agendas
- advertisements
- announcements
- artwork
- calendars
- contracts
- forms
- grant proposals, bids
- hearings (transcripts of)
- job announcements
- memorabilia
- memoranda
- news or press releases
- newsletters (internal)
- notices of sale
- personnel manuals
- policy handbooks (for internal use only)
- programs (announcements of)
- stationery